

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

	REQUISITION NUMBER	DUE DATE	TIME DUE
MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)	
DESCRIPTION			

MDOT PROJECT MANAGER: Check all items to be included in RFP WHITE = REQUIRED ** = OPTIONAL Check the appropriate Tier in the box below			CONSULTANT: Provide only checked items below in proposal
<input type="checkbox"/> TIER I (\$50,000 - \$150,000)	<input type="checkbox"/> TIER II (\$150,000-\$1,000,000)	<input type="checkbox"/> TIER III (>\$1,000,000)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding of Service **
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Organizational Chart
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team
Not required as part of Official RFP	Not required as part of Official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control **
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site p=inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.
N/A	N/A	<input type="checkbox"/>	Presentation **
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted) (No Resumes)	7 pages (MDOT Forms not counted)	14 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes. Resumes limited to 2 pages per key staff personnel.

PROPOSAL AND BID SHEET EMAIL ADDRESS – mdot-rfp-response@michigan.gov

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least five (5) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet

5100J – Consultant Data and Signature Sheet (Required only for firms not currently prequalified with MDOT)

(These forms are not included in the proposal maximum page count.)

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest (Consultant/Vendor Selection Guidelines for Services Contracts" and "Guideline for Completing a Low Bid Sheet(S)*, if a low bid is involved as part of the selection process. **Reference Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

RFP SPECIFIC INFORMATION

☐ ENGINEERING SERVICES ☐ BUREAU OF TRANSPORTATION PLANNING ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☐ NO ☐ YES DATED _____ THROUGH _____

☐ **Prequalified Services** – See the attached Scope of Services for required Prequalification Classifications.

☐ **Non-Prequalified Services** – If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed. **Form 5100J is required with Proposal for firms not currently prequalified with MDOT**

☐ **Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualification Based Selection / Low Bid** – Use Consultant/Vendor Selection Guidelines. See Bid Sheet instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted. The vendor that has met established qualification threshold and with the lowest bid will be selected.

☐ **Best Value** – Use Consultant/Vendor Selection Guidelines, See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required – no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

Bid Sheet(s) must be submitted in accordance with the "Guidelines for Completing a Low Bid Sheet(s)* (available on MDOT's website). Bid Sheet(s) are located at the end of the Scope of Services. Submit bid sheet(s) with the proposal, to the email address: mdot-rfp-response@michigan.gov. Failure to comply with this procedure may result in your bid being rejected from consideration.

PARTNERSHIP CHARTER AGREEMENT

MDOT and ACEC created a Partnership Charter Agreement which establishes guidelines to assist MDOT and Consultants in successful partnering. Both the Consultant and MDOT Project Manager are reminded to review the [ACEC-MDOT Partnership Charter Agreement](#) and are asked to follow all communications, issues resolution and other procedures and guidance's contained therein.

MANDATORY ELECTRONIC SUBMITTAL

Proposals submitted for this project must be submitted electronically.

The following are Requirements for Electronic Submittals:

- Proposals must be prepared using the most current Research guidelines found at the top of the page- [MDOT – Service Contracts Guidelines](#).
- The proposal must be bookmarked to clearly identify the proposal sections (See Below)
- For any section not required per the RFP, the bookmark must be edited to include “N/A” after the bookmark title.
- Proposals must be assembled and saved as a single PDF file
- PDF file must be 5 megabytes or smaller
- PDF file must be submitted via e-mail to MDOT-RFP-Response@michigan.gov with a cc to mdot-research@michigan.gov
- MDOT’s requisition number and company name must be included in the subject line of the e-mail. The PDF shall be named using the following format:
 - **Requisition#XXX_Company Name.PDF**
- MDOT will not accept multiple submittals
- Proposals must be *received* by MDOT on or before the due date and time specified in
- each RFP

If the submittals do not comply with the requirements, they may be determined unresponsive.

The Proposer will receive an e-mail reply/notification from MDOT when the proposal is received. Please retain a copy of this e-mail as proof that the proposal was received on time. Proposers are responsible for ensuring the MDOT receives the proposal on time.

****Contact Contract Services Division immediately at 517-373-4680 if you do not get an auto response****

Required Bookmarking Format for RESEARCH ADMINISTRATION PROPOSALS ONLY:

1. Request for Proposal Cover Sheet Form 5100D
 - A. Consultant Data and Signature Sheet, Form 5100J (if applicable)
2. Understanding of Service
3. Qualifications of Team
4. Past Performance
5. Quality Assurance / Quality Control Plan
6. Location
7. Pricing Documents/Bid Sheet (if applicable)
8. Appendices

Michigan Department of Transportation

SCOPE OF SERVICE FOR RESEARCH PROGRAM SERVICES OR#:15-001

LOCATION: Statewide

WORK DESCRIPTION: Provide services relating to technology transfer, program assistance, performance measures and technical writing.

ANTICIPATED START DATE: October 1, 2015

ANTICIPATED COMPLETION DATE: September 30, 2019

MDOT RESEARCH CONTRACT MANAGER:

Mark Polsdofer
8885 Ricks Road
P.O. Box 30049
Lansing, Michigan 48909
E-MAIL: mdot-research@michigan.gov

GENERAL INFORMATION:

The services require extensive knowledge of and experience with assisting state and federal transportation agencies with technology transfer, program assistance, performance measure development and technical writing assistance related to research. The scope requires that the consultant develop multi-media (print, video, web based) materials that will assist MDOT Research Administration in communicating research and implementation related findings to both internal and external stakeholders. Stakeholders include, but are not limited to, Federal Highway Administration, Transportation Research Board, state Departments of Transportation, local transportation agencies, universities, consultants and the general public.

Familiarity and working relationships with personnel from the Federal Highway Administration (FHWA), American Association of State Highway and Transportation Officials (AASHTO), Transportation Research Board (TRB), National Cooperative Highway Research Program (NCHRP), and various state transportation research agencies are required. The consultant must demonstrate the ability to produce both highly technical and general communications materials that are understandable by an audience that possess a high variability of technical knowledge.

There is no statistical qualification requirement for this proposal.

CONSULTANT RESPONSIBILITIES:

- A. Technology transfer services.
- B. Program assistance services.
- C. Performance Measures development.
- D. Technical writing assistance.

A. Technology Transfer

1. Spotlights – Develop two to four page written documents that highlight a research or implementation effort. Interview project/implementation managers, research principal investigators, and other key staff as needed. Assemble technical information, quotations and photos necessary to develop a draft document. Provide MDOT staff with a draft copy. Incorporate review comments and provide final documents to MDOT.
2. Newsletters - Develop eight to ten page newsletters that summarize research and implementation activities. This may include highlighting MDOT staff involvement in national activities such as the Transportation Research Board annual meeting and committee participation in TRB and AASHTO. Interview project/implementation managers, research principal investigators, and other key staff as needed.
3. Success Stories – Develop eight to ten page documents that highlight research and implementation successes resulting from individual research projects and transportation pooled fund studies. Interview project/implementation managers, research principal investigators, and other key staff as needed.
4. Conference/Meeting Materials – Assist Research staff with the development of communication materials (posters, pamphlets, PowerPoint, video) that highlight MDOT research and implementation activities. These may be required for both state and national level conferences and meetings.

B. Program Assistance

1. Research “At a Glance”

Develop an annual Research “At a Glance”. The document will summarize the MDOT research program on an annual basis. Past examples can be found at www.michigan.gov/mdotresearch.

2. Training – Assist Research Administration with providing training to MDOT staff relating to project development, project management and implementation. This may include the development of training materials (print, presentation and video) and assisting with actual training activities.

3. Program Documents – Assist with the creation and updating of various program related documents. Past examples include “Effective Research Management”, “Research Timeline” and the “Research and Implementation Manual”. Past examples can be found at www.michigan.gov/mdotresearch.

4. Peer Exchange – Assist with the planning, facilitating and documentation of an MDOT sponsored Peer Exchange. More information about peer exchanges can be found at <http://research.transportation.org/Pages/PeerExchangeProgram.aspx>

5. Implementation/Innovations “At a Glance” – Develop an Implementation/Innovations “At a Glance”. The document will summarize MDOT innovations and implementation activities over a specific period of time. Past related efforts have included the 2013 MDOT Innovation Report which can be found at www.michigan.gov/mdotresearch. The document length will not exceed twenty pages.

C. Performance Measures

Assist MDOT Research Administration with the development of performance measures. Identify specific performance measures being used by other state DOT’s for Research Program Management and Implementation Program Management. Produce a synthesis of national best practices related to the development of performance measures and document methodologies used to quantify the costs and benefits resulting from research implementation. Summarize state of the practice.

D. Technical Writing

Assist MDOT staff with technical paper submissions to national organizations such as TRB and AASHTO. This includes the Cooperative Research Programs sponsored by TRB.

DELIVERABLES:

A. Technology Transfer

1. Research Spotlights (24 Maximum)
2. Research Newsletters (8 Maximum)
3. Success Stories (4 Maximum)
4. Conference/Meeting Materials - Assist with the development of communication materials (posters, pamphlets, PowerPoint, video). Past deliverables have included success stories, high value research displays, and Centers of Excellence documents.

B. Program Assistance

1. Produce Research “At a Glance” reports (4 Maximum)
2. Assist MDOT with Project Manager training. Deliverables may include the development of training materials (print, presentation, video) and assisting with actual training activities. (Maximum of 2 training events)
3. Program Documents – deliverables may include updating or creating new documents that are similar to past documents such as “Effective Research Management”, “Research Timeline” and the “Research and Implementation Manual”. These examples can be found at www.michigan.gov/mdotresearch
4. Assist with the planning, facilitating and documentation of an MDOT sponsored peer exchange conference. This includes agenda development, creating meeting materials, providing staffing for the peer exchange and developing a final report. (1 Maximum)
5. Produce Implementation/Innovations “At a Glance” reports (4 Maximum)

C. Performance Measures

1. Assist with the development of performance measures.
2. Recommend performance measure alternatives based on the state of the practice.
3. Document methodologies used to quantify the costs and benefits of research implementation.
4. Create a synthesis documenting national state of the practice.

D. Technical Writing

1. Conduct an editorial review of draft MDOT technical papers being developed for formal submittal to organizations such as TRB and AASHTO. Assist MDOT staff in finalizing technical papers to ensure that best practices are being utilized. (15 Maximum)

2. Perform an editorial review of research reports. Reports are typically 75 to 125 pages in length.
(Maximum of 30 Reports)

MDOT RESPONSIBILITIES:

MDOT Research Administration will be responsible for the following,

- 1) Interact with the consultant on a regular (every 1 to 3 months) basis to set contract priorities.
- 2) Review and approve all contract deliverables.
- 3) Provide technical information to the consultant that is necessary to create the specified contract deliverable(s).
- 4) Post contract deliverables on MDOT information sites as necessary.

CONSULTANT PAYMENT

Compensation for services will be reimbursed on a loaded hourly rate basis. Payment may be delayed if the specified forms and procedures are not followed. Total payments shall not exceed the total contract amount unless the contract is modified to allow for additional expenditures.

Compensation for this project shall be on a **loaded hourly rate** basis. This basis of payment typically includes an estimate of labor hours by classification or employee, and a “loaded” rate which includes an hourly labor rate, applied overhead, and fixed fee by classification or employee. In addition, other direct costs and subconsultant costs may be proposed and authorized, if necessary.

All billings for services must be directed to the Department and follow the current guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's website. This document contains instructions and forms that must be followed and used for billing. Payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the contract with the Consultant. Typically, billings must be submitted within 60 days after the completion of services for the current billing. The final billing must be received within 60 days of the completion of services. Refer to your contract for your specific contract terms.

Direct expenses, if applicable, will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted with the billing for all eligible expenses on the project in accordance with the Reimbursement Guidelines. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this project.

PROPOSAL INFORMATION AND SCORING

Formal proposals are required and will be organized by the categories and in the order listed below. Proposals will be evaluated according to the listed requirements.

1. UNDERSTANDING OF SERVICE: 30 POINTS

Describe understanding of the service including,

- a) Background and Summary - demonstrates good understanding of service requirements and past MDOT research publications.
- b) Plan - cites objectives clearly, approach addresses all written and implied requirements, scope, risk and solutions are proposed, plan is feasible, and effort is commensurate with the scope of work.
- c) Products and Implementation - proposal clearly defines products to be delivered at completion, includes practical, realistic implementation plan.
- d) MDOT Involvement - MDOT involvement is not excessive and is clearly defined and quantified.

2. QUALIFICATIONS OF TEAM: 40 POINTS –

Describe the project management structure, staffing, statistical need and facilities required to meet the project requirements. Include the following,

- a) Project Management Structure - roles and responsibilities of key personnel and subcontractors. For each subcontractor describe the service being provided and the associated work percentage. Provide résumés for each of the key staff of the prime and subcontractor.
- b) Staffing - personnel availability is clearly defined, shows a depth of qualified personnel, proposer has ability to manage a project of this size an sufficient resources to complete study, qualifications are directly related to the requirements of the project, plans for specific key personnel assignment included, and there is a reasonable work balance between subcontractor and prime contractor.
- c) Statistical Qualification- There is no statistical qualification requirement for this proposal.
- d) Resources - proposer has adequate access to equipment and technology necessary to meet the scope requirements.

3. PAST PERFORMANCE: 20 POINTS

Record of past accomplishment- The proposer satisfactorily completed past projects, was cooperative and flexible, and completed past projects on time and within budget. The project manager will contact references and review relevant performance evaluations from the past 5 years.

4. LOCATION: 5 POINTS

The percentage of work hours performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activity. The combination of location and percentage of work performed in Michigan should not exceed 5 points.

Percentage of Work To Be Done in Michigan Score	
95% to 100%	5
80% to 94%	4
50% to 79%	3
25% to 49%	2
10% to 24%	1
Less than 10%	0

5. *PRICE: 35 POINTS*

Cost score is based on the lowest cost proposed divided by the current proposer cost multiplied by 30. Lowest bid shall receive 30 points.

TOTAL POINTS: 130

GENERAL ORGANIZATION INFORMATION

REQUIRED RESPONDENT INFORMATION

Please provide the following required respondent information. Failure to respond to each requirement may disqualify the respondent from further participation in this RFP.

RESPONDENT NAME AND ADDRESS: Provide name, address, principle place of business, telephone number of legal entity with whom the contract is to be written, and the web page address.

Name and Title:		
Address:		
City, State, Zip:		
Phone:	()	Facsimile: ()
Web Page:		

LOCATION ADDRESS

Address:	
City, State, Zip:	

ORGANIZATION AND YEAR:

Please provide the legal status and business structure (corporation, partnership, sole proprietorship, etc.) of the respondent and the year the entity was established.

Status:		Year:
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RFP CONTACT:

Please provide the following information of the respondent's RFP contact:

Name and Title:		
Address:		
City, State, Zip:		
Phone:	()	Facsimile: ()
Web Page:		

Bid Sheet

All entries on this page must be handwritten in ink or computer generated. This page provides for costs by payment category. This is provided as an example. Priced proposal costs will be required after selection, in accordance with the MDOT Priced Proposal Guidelines ([Guidelines](#)).

PROJECT DESCRIPTION:

Staff/Classification	Person # Hours	Fixed Hourly Rate	Labor Cost
<i>Ex Employee/Classification</i>	<i>100</i>	<i>\$23.25</i>	<i>\$2,325.00</i>

TOTAL ESTIMATED LABOR: \$ _____

ESTIMATED SUBCONSULTANTS: \$ _____

ESTIMATED DIRECT EXPENSES: \$ _____
(Listed by item at estimated actual cost)

TOTAL BID PRICE: \$ _____

Consultant Name:
Consultant Address:
Date:
Authorized Signature: